



District and School EVAAS Administrator Accounts

This resource provides screen shots, instructions for common tasks, and important tips for individuals with district and school EVAAS administrator accounts.

Please email educatoreffectiveness@dpi.nc.gov with any questions.

District Administrator Account

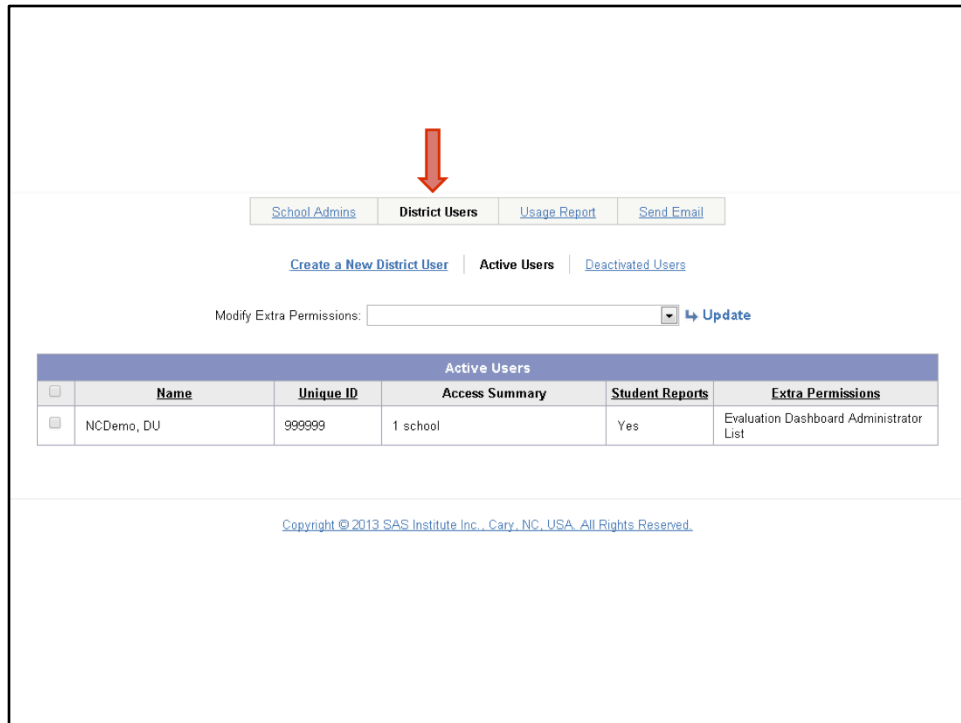
Each school district and charter school in North Carolina has one district administrator account. The individual serving as district administrator maintains and manages accounts for other district-level users, as well as for school administrators.

School Admins District Users Usage Report Send Email				
All Schools Schools Without Admins Deactivated Admins				
Modify Extra Permissions: <input type="text"/> Update				
All Schools				
<input type="checkbox"/>	School Name	Admin Name	Unique ID	Extra Permissions
<input type="checkbox"/>	David van Dantzig Elementary School	Jones, Valerie (Valerie Jones1)	999999	School and student reports for 1 school Evaluation Dashboard Teacher List, Evaluation Dashboard
<input type="checkbox"/>	Ernst Engel Elementary School			
<input type="checkbox"/>	Jack De Gans High School			
<input type="checkbox"/>	Walter Francis Wilcox Middle School	cook, rhonda	999999	Evaluation Dashboard Teacher List, Evaluation Dashboard, School Teacher Summary

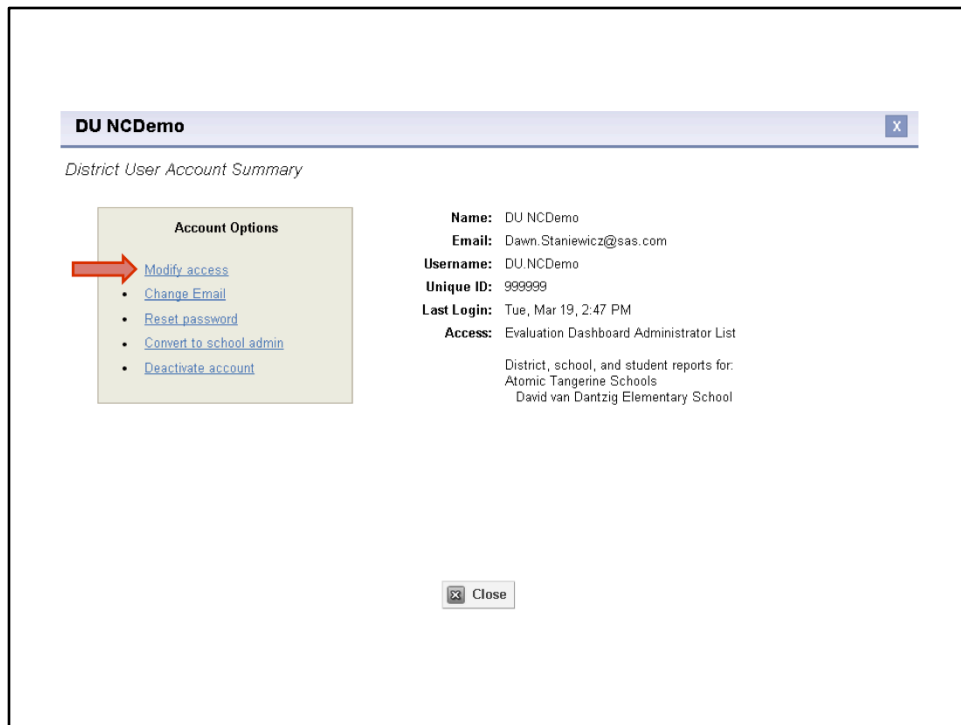
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This view is the default view when the district administrator logs in. He or she can access one of four tabs: school admins, district users, usage report, and send email.

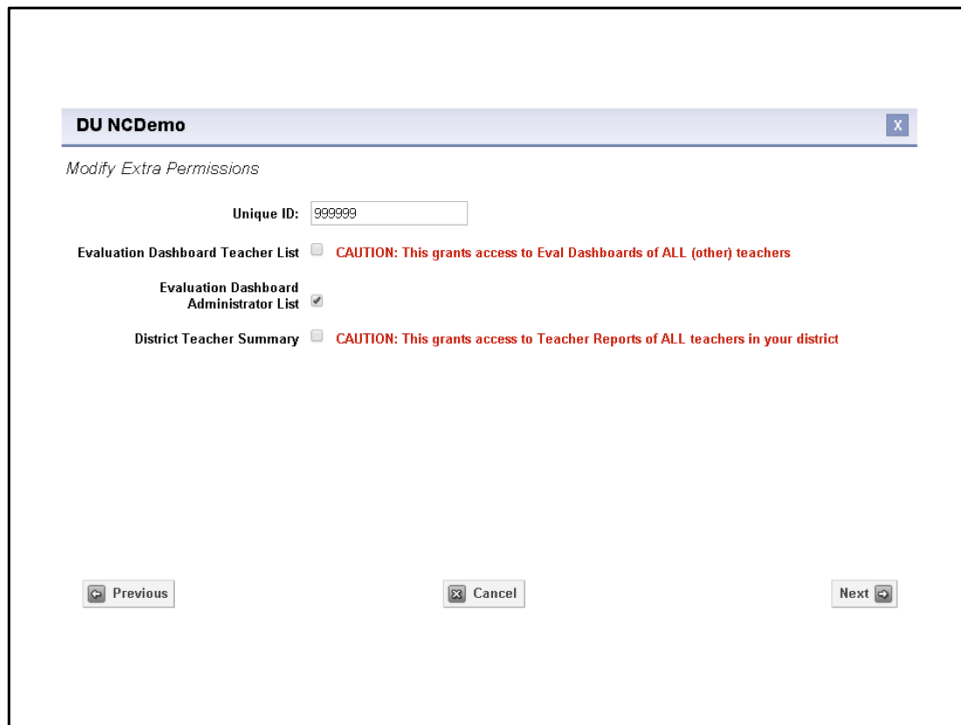
- The school admin tab provides a listing of each school in the district, as well as the name, UID, and rights and permissions of each school administrator.



By clicking on the second tab, “District Users” (as indicated by the red arrow), the district administrator can access a listing of each district user, his or her UID, and his or her rights and permissions.



From the “District Users” tab, the district administrator can click on the name of a district user. From this screen, the district administrator can modify the user’s access (as indicated by the red arrow), change the email address for the user, reset the user’s password, change the district user to a school administrator, or deactivate the user’s account.



DU NCDemo

Modify Extra Permissions

Unique ID: 999999

Evaluation Dashboard Teacher List ☐ **CAUTION: This grants access to Eval Dashboards of ALL (other) teachers**

Evaluation Dashboard Administrator List ☒


District Teacher Summary ☐ **CAUTION: This grants access to Teacher Reports of ALL teachers in your district**

Previous Cancel Next

Clicking on “Modify access” from the previous screen will allow the district administrator to change permissions and rights for the user.

- Giving a user access to the Evaluation Dashboard Teacher List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 6 of the NC Teacher Evaluation System) for every teacher in the district.
- Giving a user access to the Evaluation Dashboard Administrator List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 8 of the NC Administrator Evaluation System) for every principal and assistant principal in the district.
- Giving a user access to the District Teacher Summary will allow him or her to see the value-added data for every teacher in the district who has such data.

[School Admins](#) | [District Users](#) | [Usage Report](#) | [Send Email](#)

 [Create a New District User](#) | [Active Users](#) | [Deactivated Users](#)

Modify Extra Permissions: [Update](#)

Active Users					
<input type="checkbox"/>	Name	Unique ID	Access Summary	Student Reports	Extra Permissions
<input type="checkbox"/>	NCDemo, DU	999999	1 school	Yes	Evaluation Dashboard Administrator List

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A district administrator can create a new district user account by clicking “Create a New District User” (as indicated by the red arrow).

Create a New District User

Basic Information

Title:

First Name:

Last Name:

Email:

Unique ID:

Evaluation Dashboard Teacher List

☐

CAUTION: This grants access to Eval Dashboards of ALL (other) teachers

Evaluation Dashboard Administrator List

☐

District Teacher Summary

☐

CAUTION: This grants access to Teacher Reports of ALL teachers in your district

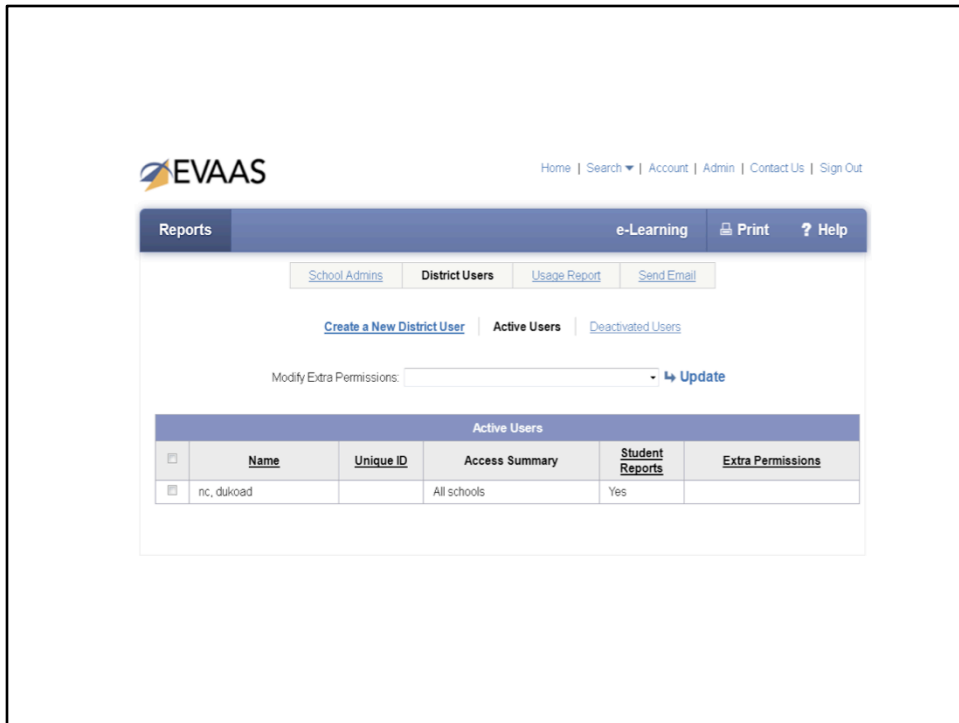
Cancel

Next

The district administrator completes the required fields for the new district user. Please remember that:

- Giving a user access to the Evaluation Dashboard Teacher List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 6 of the NC Teacher Evaluation System) for every teacher in the district.
- Giving a user access to the Evaluation Dashboard Administrator List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 8 of the NC Administrator Evaluation System) for every principal and assistant principal in the district.
- Giving a user access to the District Teacher Summary will allow him or her to see the value-added data for every teacher in the district who has such data.

Important Tip: When creating accounts, it is very important to use a person's full name and no shortened names or nicknames. For example, when creating an account for Edward Smith, please enter his full first name and not just Ed in the First Name field.



Effective with the 2013–14 school year, there is a new account permission specifically for the roster verification process. A district administrator can involve select district users in the verification of rosters for the district by making them “roster verifiers.” Roster verifiers can add and remove rosters for teachers, as well as edit and submit rosters. To make a district user a “roster verifier,” first enter the default view for a district administrator.



From the “Users” tab, the district administrator can click on the name of a district user who should be a “roster verifier” and change his or her account permissions.

Mrs. dukoad nc

Modify Extra Permissions

Unique ID: 12345678

Roster Verifier: ☒

Evaluation Dashboard Teacher List: ☐ **CAUTION: This grants access to Eval Dashboards of ALL (other) teachers**

Evaluation Dashboard Administrator List: ☐

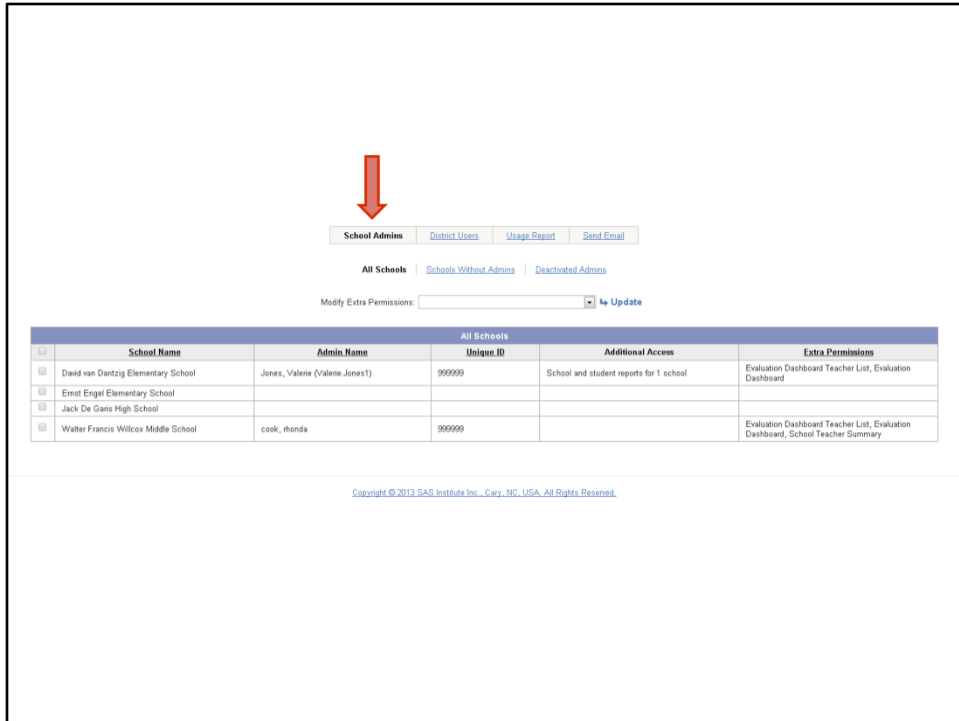
District Teacher Summary: ☐ **CAUTION: This grants access to Teacher Reports of ALL teachers in your district**

Previous Cancel Next

To make the district user a “roster verifier,” click check box next to “Roster Verifier.”



The district administrator will now see “roster verifier” in the list of access for the district user.

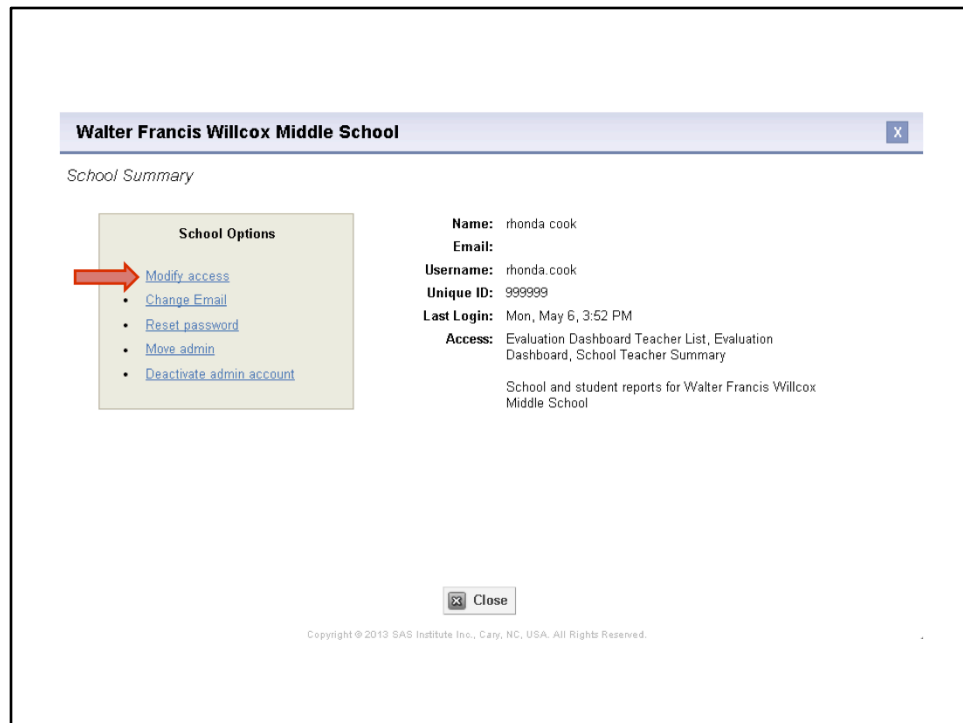


The screenshot shows a web interface for managing school administrators. At the top, there are four tabs: "School Admins", "District Users", "Usage Report", and "Send Email". A red arrow points to the "School Admins" tab. Below the tabs, there are three links: "All Schools", "Schools Without Admins", and "Deactivated Admins". Under "All Schools", there is a "Modify Extra Permissions" dropdown menu and an "Update" button. The main content area is a table with the following data:

All Schools				
<input type="checkbox"/>	School Name	Admin Name	Unique ID	Extra Permissions
<input type="checkbox"/>	David van Dantzig Elementary School	Jones, Valerie (Valerie Jones1)	999999	School and student reports for 1 school Evaluation Dashboard Teacher List, Evaluation Dashboard
<input type="checkbox"/>	Ernst Engel Elementary School			
<input type="checkbox"/>	Jack De Gans High School			
<input type="checkbox"/>	Walter Francis Wilcox Middle School	cook, rhonda	999999	Evaluation Dashboard Teacher List, Evaluation Dashboard, School Teacher Summary

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The district administrator can click on the “School Admins” tab (as indicated by the red arrow) to return to the list of school administrators.



To modify access for an existing school administrator, the district administrator clicks the name of the school, then clicks “Modify access” (as indicated by the red arrow).

The screenshot shows a web-based dialog box for managing user permissions. At the top, a header bar displays the user name 'rhonda cook' and a close button (X). Below the header, the title 'Modify Extra Permissions' is centered. The 'Unique ID' is listed as '999999'. A permission entry 'School Teacher Summary' is shown with a checked checkbox and a red warning message: 'CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers'. At the bottom, there are three buttons: 'Previous' (with a left arrow), 'Cancel' (with an X icon), and 'Next' (with a right arrow). A small copyright notice 'Copyright © 2013 SAS Institute Inc., Cary, NC, USA. All Rights Reserved.' is located at the very bottom center.

rhonda cook

Modify Extra Permissions

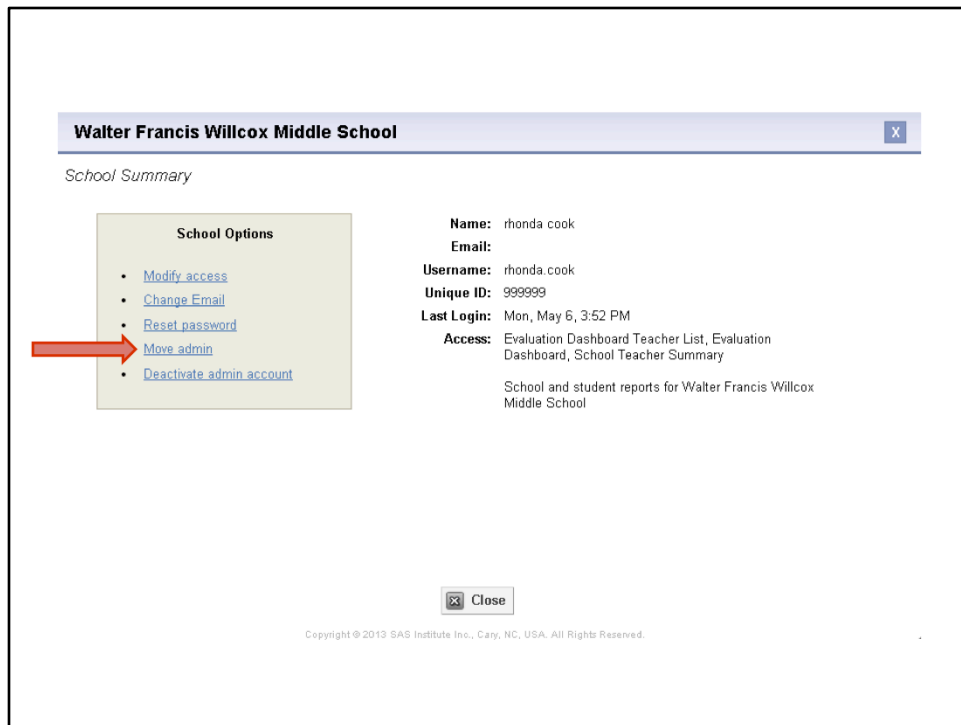
Unique ID: 999999

School Teacher Summary ☒ CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers

Previous Cancel Next

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The screen will then show any additional rights and permissions that can be granted to the school administrator.



To move an existing school administrator to a different school or to change him or her to a district user, the district administrators clicks the name of the school, then clicks “Move admin” (as indicated by the red arrow).

rhonda cook

X

Move Account

Make rhonda cook a:

☒ School admin for: -- Select a school --

☐ District user

Previous

Cancel

Next

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The district administrator can then move the school administrator to a different school or change the account from a school administrator account to a district user account.

[School Admins](#) | [District Users](#) | [Usage Report](#) | [Send Email](#)

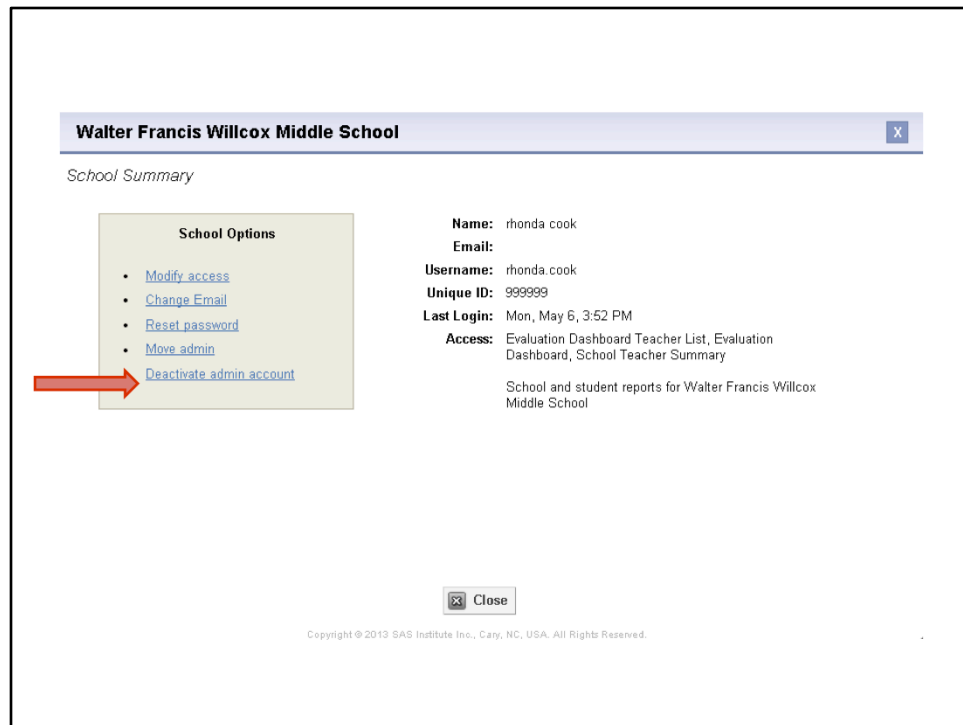
[All Schools](#) | [Schools Without Admins](#) | [Deactivated Admins](#)

Modify Extra Permissions: [Update](#)

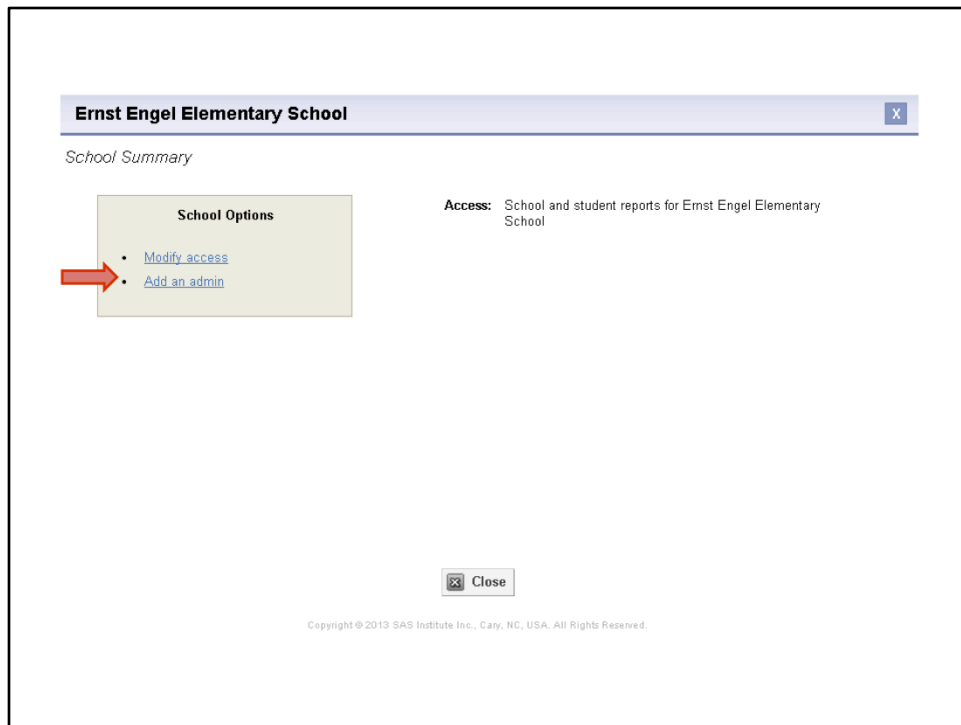
All Schools				
<input type="checkbox"/>	School Name	Admin Name	Unique ID	Extra Permissions
<input type="checkbox"/>	David van Dantzig Elementary School	Jones, Valerie (Valerie Jones1)	999999	School and student reports for 1 school Evaluation Dashboard Teacher List, Evaluation Dashboard
<input type="checkbox"/>	Ernst Engel Elementary School			
<input type="checkbox"/>	Jack De Gans High School			
<input type="checkbox"/>	Walter Francis Wilcox Middle School	cook, rhonda	999999	Evaluation Dashboard Teacher List, Evaluation Dashboard, School Teacher Summary

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To replace an existing school administrator, the district administrator clicks the name of the school with the previous school administrator listed.



The district administrator then clicks “Deactivate admin account” (as indicated by the red arrow).



The district administrator then clicks “Add an admin” (as indicated by the red arrow).

Create a New Admin for Ernst Engel Elementary School

Basic Information

Title:

First Name:

Last Name:

Email:

Unique ID:

School Teacher Summary

☐

CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers

Previous

Cancel

Next

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The district administrator completes the required fields for the new school administrator.

[School Admins](#) | [District Users](#) | [Usage Report](#) | [Send Email](#)

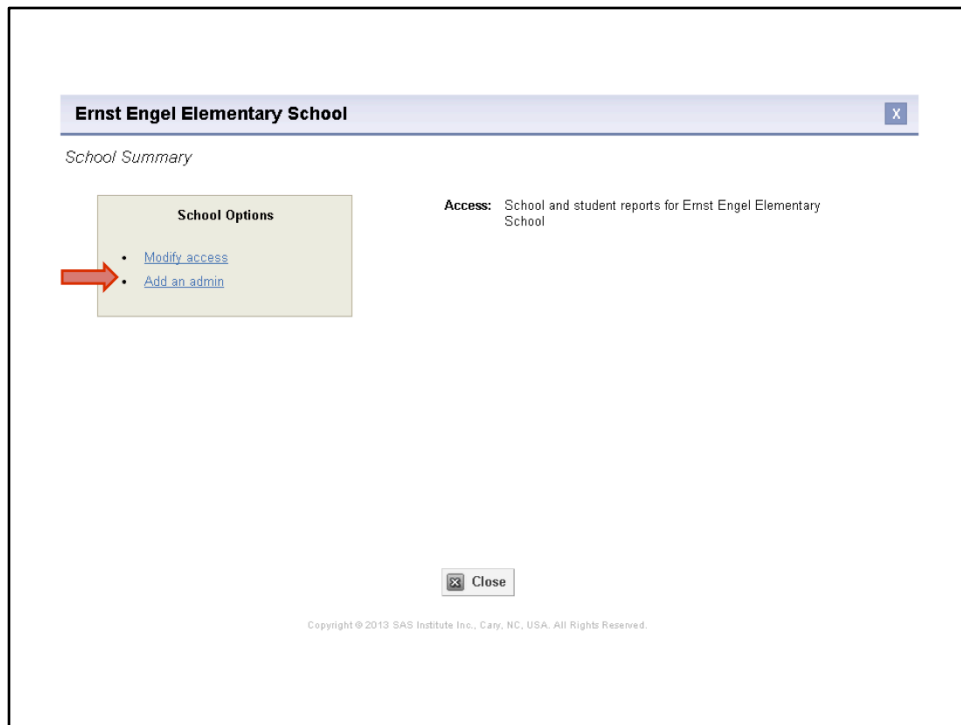
[All Schools](#) | [Schools Without Admins](#) | [Deactivated Admins](#)

Modify Extra Permissions: [Update](#)

All Schools				
<input type="checkbox"/>	School Name	Admin Name	Unique ID	Extra Permissions
<input type="checkbox"/>	David van Dantzig Elementary School	Jones, Valerie (Valerie.Jones1)	999999	School and student reports for 1 school Evaluation Dashboard Teacher List, Evaluation Dashboard
<input type="checkbox"/>	Ernst Engel Elementary School			
<input type="checkbox"/>	Jack De Gans High School			
<input type="checkbox"/>	Walter Francis Wilcox Middle School	cook, rhonda	999999	Evaluation Dashboard Teacher List, Evaluation Dashboard, School Teacher Summary

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To create a school administrator account for a school without one, the district administrator clicks the name of the school.



The district administrator then clicks “Add an admin” (as indicated by the red arrow).

Create a New Admin for Ernst Engel Elementary School

Basic Information

Title:

First Name:

Last Name:

Email:

Unique ID:

School Teacher Summary

☐

CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers

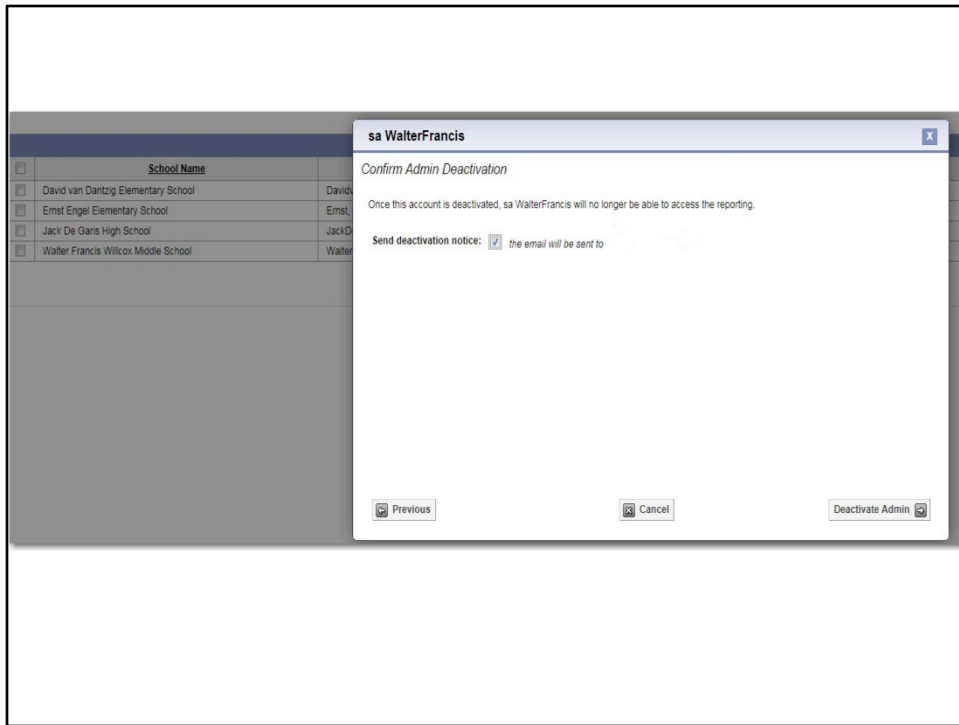
Previous

Cancel

Next

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The district administrator completes the required fields for the new school administrator.



District administrators will have the option to email the new district user and/or school administrator a confirmation email prior to deactivating and/or activating an account.

School Administrator Accounts

Each school in North Carolina has one school administrator account. The individual serving as school administrator maintains and manages accounts for school users.

[Users](#)
[Usage Report](#)
[Send Email](#)

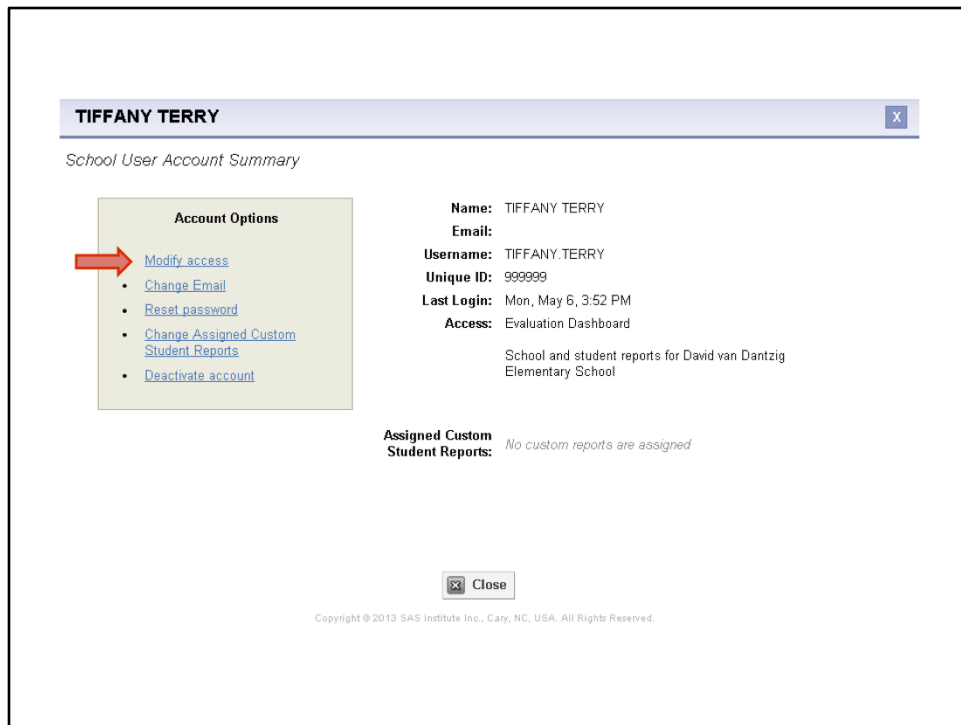
[Create a New User](#)
[Active Users](#)
[Deactivated Users](#)

Modify Extra Permissions: [Update](#)

Active Users					
<input type="checkbox"/>	Name	Unique ID	Access at Own School	Access at Other School(s)	Extra Permissions
<input type="checkbox"/>	TERRY, TIFFANY	999999	School and student reports		Evaluation Dashboard

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- This view is the default view when the school administrator logs in. He or she can access one of three tabs: users, usage report, and send email.
- The users tab provides a listing of each school user , as well as the name, UID, and rights and permissions of each school user.



From the “Users” tab, the school administrator can click on the name of a school user. From this screen, the school administrator can modify the user’s access (as indicated by the red arrow), change the email address for the user, reset the user’s password, change the custom student reports assigned to the user, or deactivate the user’s account.

TIFFANY TERRY [X]

Modify Extra Permissions

Unique ID: 999999

Evaluation Dashboard Teacher List ☐ **CAUTION: This grants access to Eval Dashboards of ALL (other) teachers**

No teacher reports: ☒

Individual Teacher Value Added ☐

School Teacher Summary ☐ **CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers**

Previous Cancel Next

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Clicking on “Modify access” from the previous screen will allow the school administrator to change permissions and rights for the user.

- Giving a user access to the Evaluation Dashboard Teacher List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 6 of the NC Teacher Evaluation System) for every teacher in the school.
- Giving a user access to Individual teacher value added will allow him or her to see his or her own value-added data
- Giving a user access to the School Teacher Summary will allow him or her to see the value-added data for every teacher in the school who has such data.

UsersUsage ReportSend Email

 [Create a New User](#) | [Active Users](#) | [Deactivated Users](#)

Modify Extra Permissions: [Update](#)

Active Users					
<input type="checkbox"/>	Name	Unique ID	Access at Own School	Access at Other School(s)	Extra Permissions
<input type="checkbox"/>	TERRY, TIFFANY	999999	School and student reports		Evaluation Dashboard

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A school administrator can create a new school user account by clicking “Create a New User” (as indicated by the red arrow).

Create a New User [X]

Basic Information

Title:

First Name:

Last Name:

Email:

Unique ID:

Evaluation Dashboard Teacher List ☐ **CAUTION: This grants access to Eval Dashboards of ALL (other) teachers**

No teacher reports: ☒

Individual Teacher Value Added ☐

School Teacher Summary ☐ **CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers**

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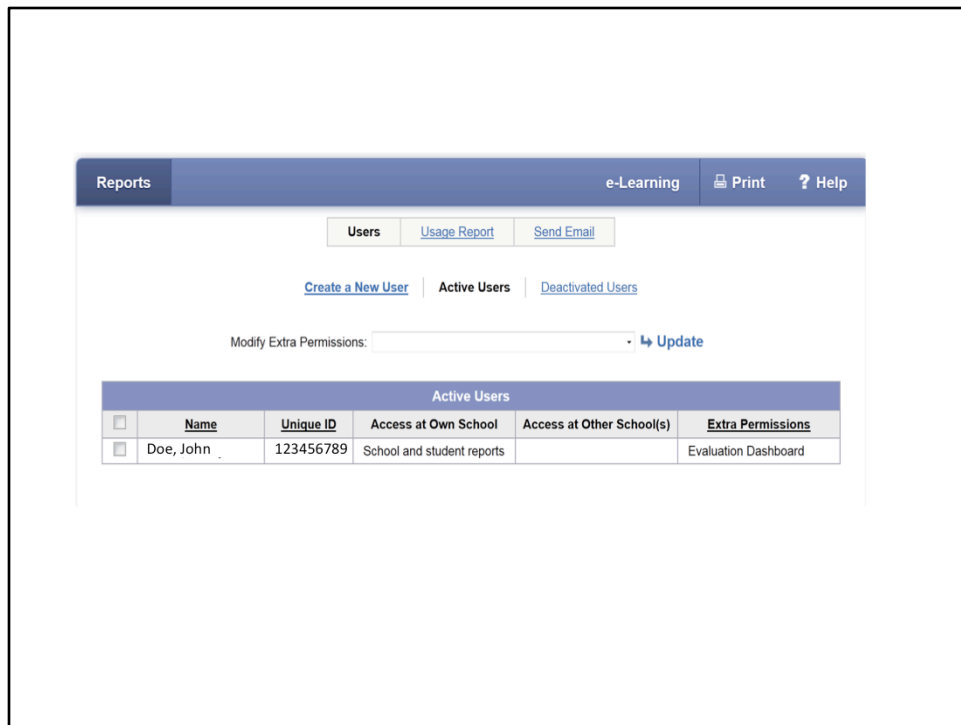
The school administrator completes the required fields for the new school administrator. Please remember that:

- Giving a user access to the Evaluation Dashboard Teacher List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 6 of the NC Teacher Evaluation System) for **EVERY** teacher in the school.
- Giving a user access to Individual teacher value added will allow him or her to see his or her own value-added data.
- Giving a user access to the School Teacher Summary will allow him or her to see the value-added data for **EVERY** teacher in the school who has such data.

The school administrator should select “No teacher reports” if the new school user:

- Is a new teacher.
- Did not teach a subject or grade that has a value-added report last year.
- Did not receive a value-added report in the previous school year.
- Received a value-added report from a different district last year.

Important Tip: When creating accounts, it is very important to use a person's full name and no shortened names or nicknames. For example, when creating an account for Edward Smith, please enter his full first name and not just Ed in the First Name field.



Effective with the 2013–14 school year, there is a new account permission specifically for the roster verification process. A school administrator can involve select school users in the verification of rosters for the school by making them “roster verifiers.” Roster verifiers can add and remove rosters for teachers, as well as edit and submit rosters. To make a school user a “roster verifier,” first enter the default view for a school administrator.

TIFFANY TERRY

School User Account Summary

Account Options

Modify access

- Change Email
- Reset password
- Change Assigned Custom Student Reports
- Deactivate account

Name: TIFFANY TERRY

Email:

Username: TIFFANY.TERRY

Unique ID: 999999

Last Login: Mon, May 6, 3:52 PM

Access: Evaluation Dashboard

School and student reports for David van Dantzig Elementary School

Assigned Custom Student Reports:

No custom reports are assigned

Close

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From the “Users” tab, the school administrator can click on the name of a school user who should be a “roster verifier ” and change his or her account permissions.

John Doe [X]

Modify Extra Permissions

Unique ID: 7683154946

No Roster Verification: ☐

Individual Roster Verification: ☐

Roster Verifier: ☒ **CAUTION: This grants the user access to view, edit, and verify rosters for ALL teachers**

No teacher reports: ☐

Individual Teacher Value Added: ☐

School Teacher Summary: ☐ **CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers**

Previous Cancel Next

To make the school user a “roster verifier,” click radial button next to “Roster Verifier.”

John Doe ✕

Confirm Access Changes

Name:
Email:
Unique ID:
Access: Evaluation Dashboard, Roster Verifier
School and student reports for

Send email to user: ☒ the email will contain the user's account information

Previous Cancel Submit Changes

The school administrator will now see “roster verifier” in the list of access for the school user.